



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY  
NORTH ATLANTIC TREATY ORGANIZATION  
UNIT #21420  
APO AE 09705

REPLY TO  
ATTENTION OF

ACRM-M (11-2)

5 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Management Control Process Plan (MCP) (Policy Memorandum #11-2-01-7)

1. References:

- a. AR 11-2, 1 Aug 94, Management Control.
- b. ACE Commander's Policy Statement #11-2-00-6, 3 May 00, Management Control.

2. PURPOSE: The primary means for commanders and senior managers to ensure effective and resource utilization and accountability is through implementation of a robust Management Control Process (MCP) within their organization. Adherence to both the specifics and the spirit of the MCP is essential to adequate management and responsible stewardship of our scarce resources.

3. APPLICABILITY: This memorandum applies to all personnel assigned or attached to U.S. Army, North Atlantic Treaty Organization (USANATO). It is the responsibility of commanders and senior managers to ensure all personnel within their organizations are aware of the high level of concern and commitment all leaders have concerning the effective management of all resources.

4. DISCUSSION: The MCP is required by public law and the US Army uses AR 11-2, Management Control as its implementation guidance. This program was previously known as the Internal Control Program and the Internal Management Control Program. The following are key areas which must be accomplished within an effective MCP:

- a. Include specific statement regarding management control responsibility on the performance standards of all assigned military and civilian personnel.
- b. Review existing regulations, policies, and procedures to ensure key management controls are in place and operating. This is accomplished via checklists and physical testing on both a routine and an unannounced basis.

ACRM-M

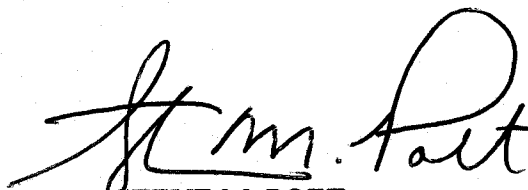
SUBJECT: Management Control Program Plan (MCP) (Policy Memorandum #11-2-01-7)

c. Appoint a Management Control Administrator (MCA) to manage and administer the organization's MCP. The MCA should, as a minimum, maintain copies or computer files of key MCP regulatory guidance and policies as well as the most current completed evaluation with all documentation. Additionally, the MCA is responsible for preparation and forwarding the feeder annual assurance statement to their next higher headquarters.

d. Identification, tracking, reporting, and management of material and weaknesses and other shortfalls.

5. The proponent for this policy memorandum is the Headquarters, USANATO, Deputy Chief of Staff for Resource Management (DCSRM). Any changes, deletions, or additions to this policy must be coordinated in writing with the proponent at CDR, HQ, USANATO, ATTN: ACRM-M, Unit 21420, APO AE 09705. Questions concerning the MCP or this policy may be addressed to DSN 423-5235, IVSN 254-5235, or Commercial 011-32-65-44-5235.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "St m. Poet", is written over the typed name.

STEVE M. POET  
COL, GS  
Chief of Staff

DISTRIBUTION:

A